

Hatfield Heath Parish Council

Chairman: Cllr Mark Bissell

Parish Clerk: Richard Bowran BSc (Hons) PSLCC

Contact: parishclerk@hatfieldheath.com



To: Members of Hatfield Heath Parish Council

Cllrs Bissell, Breavington, Brown, Champion, Lemon, King, Overton, Robley, Saban

MEETING OF THE PARISH COUNCIL

You are hereby summoned to attend a Meeting of the Parish Council to be held in the URC Hall, Hatfield Heath at **7.30pm** on **Wednesday 02 March 2022** to transact the business set out in the agenda below.

Parish Clerk
24 February 2022

AGENDA

Welcome by the Chairman

3137	APOLOGIES FOR ABSENCE To receive any apologies for absence
3138	DECLARATIONS OF PECUNIARY INTEREST To receive any Declarations of Pecuniary Interest by Members
3139	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Parish Council
3140	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors.
3141 	MINUTES OF MEETING To approve the minutes of the meeting of 02 February 2021 To discuss any matters arising from the minutes not included elsewhere on the agenda.
3142  	MINUTES OF PLANNING COMMITTEE To receive and note the draft minutes of the Planning Cttee held on 21 February 2022 To note UDC Designation Notice re: Planning Powers
3143	REPORT FROM OPEN MEETING To receive a report on the Open Meeting which was held on Saturday 12 February 2022. Action items placed on KTM.
3144  	FINANCE MATTERS 1. To note budget report to 24 February 2022 2. To note items of expenditure in February 2022 as approved by the Finance Committee
3145 	CLERK'S REPORT & CORRESPONDENCE To receive and note Clerk's report and correspondence.

3146	UDC CALL FOR SITES To discuss the activities of the parish council, including a report of the activities of the Three Parishes Local Planning Group (TPLPG)
3147	HIGHWAYS MATTERS To consider any matters relating to Highways. Invitation from Cllr Barker to attend a meeting with Cllr Scott, Essex CC cabinet member for highways at Takeley or Dunmow on 07 or 13 April. Clerk to advise names of two attendees.
3148	VILLAGE GREEN To establish ownership and an action plan for the care and maintenance of certain trees on and around the village green. To discuss actions relating to signage on Pond Lane.
3149	PARKING MANAGEMENT AND CAR PARKS To consider any matters relating to village car parks, including: Abandoned van in village car park
3150	ALLOTMENT REPORT To receive and note a report on the Allotments.
3151	PLAYGROUND To consider any matters relating to maintenance and risk management of the playground.
3152	JUBILEE FESTIVAL To consider arrangements for the holding of a Festival in June 2022 to mark the Platinum Jubilee of HM The Queen. To consider the provision of a souvenir mug marking the occasion to be presented to the children on the roll of the school, preschool children and fun run participants.
3153	FAMILY FUN FAIR To consider a request from John Carey to hold a "Children's World Fun Park (a small children's event)" on the Heath on 10-11 September 2022.
3154	NEIGHBOURHOOD PLAN To determine the next steps in the creation of a Neighbourhood Plan for the Civil parish of Hatfield Heath.
3155	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members.
3156	AGENDA ITEMS FOR NEXT MEETING To note items for the agenda of the next meeting.
3157	DATE OF NEXT MEETING The next scheduled meeting of the council is on Wednesday 06 April 2022. The next meeting of the Planning committee is on Monday 28 March 2022.

Symbols:  : paper attached  : vote required

Members of the Public and Press are welcome to attend and observe meetings of the Council but may only speak during the item for public participation

HATFIELD HEATH PARISH COUNCIL

Minutes of the Meeting of the Parish Council held at 19:30 on Wednesday 02 February 2022 in the URC Hall

Present:

Cllr M Bissell (MB)
Cllr P Brown (PB)
Cllr R Breavington (RB)

Cllr N Champion (NC)
Cllr M Lemon (ML)
Cllr S King (SK)

Cllr S Saban (SS)
Cllr N Robley (NR)

In attendance:

1 member of the public

R Bowran – Parish Clerk

Welcome by the Chairman

3115	APOLOGIES FOR ABSENCE Received and accepted from Cllr Overton – contact with Covid
3116	DECLARATIONS OF PECUNIARY INTEREST There were no Declarations of Pecuniary Interest by Members
3117	PUBLIC PARTICIPATION To receive and respond to questions from members of the public on matters within the remit of the Parish Council A member of the public asked for financial assistance towards the running of the Community Hub similar to the assistance given to Leisure Hour. The assistance was needed because the Village Hall Trust had charged the Holy Trinity church. This was declined. The distinction between grants to the church and the Community Hub were explained and also pointed out that the VHT does not make any charge to the Community Hub. A member of the public commented about many overgrown footpaths. The distinction between responsibility for footpaths and footways was explained, <i>Clerk to take action with Essex CC on footways and with UDC on footpaths and overhanging conifers.</i> A member of the public thanked the parish council for the grant to provide a mower for the Holy Trinity church and said it has already been in use.
3118	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive and note reports from County and District Councillors. Dist Cllr Lemon had investigated the legality of removing an abandoned van in the village car park. He advised that external auditors had not signed off UDC accounts for two years, shortly to be three years. He also noted comments from the new CEO, Peter Holt, that the council is in a dire financial position due to the change in rules about accounting for income from its investments. Cty Cllr Barker reported that the Stortford Road flooding issue was receiving attention from the Surface Water Alienation Team in February. Highways panel • Chelmsford Road signs to be installed in Q4. • B1060 feasibility study will take place in Q4 • 20 mph signs in validation, to be considered in April. • Zebra crossing, impractical because of lack of pavements. • VAS signs are on request list and in validation. Need contact with Lord of the Manor to deal with ditches. ML to talk with him.

	Dunmow Road carriageway surface highlighted. TruCam is a new speed watch camera, Hatfield Heath can be part of the pilot scheme. March Highways panel priorities to be reviewed.
3119	MINUTES OF COUNCIL MEETING <i>Resolved:</i> To approve the minutes of the meeting of 01 December 2021. <i>[all in favour]</i> There were no other matters arising from the minutes not included elsewhere on the agenda.
3120	MINUTES OF PLANNING COMMITTEE <i>Received and noted:</i> The draft minutes of the Planning Cttee held on 24 January 2022.
3121	REPORT FROM OPEN MEETING <i>Received and noted:</i> A report on the Open Meeting which was held on Saturday 15 January 2022. Action items placed on KTM. KEY TASK MONITOR <i>Noted:</i> The updated Key Task Monitor.
3122	FINANCE MATTERS <i>Received and noted:</i> The budget report to 28 January 2022 <i>Received and noted:</i> Items of expenditure in January 2022 as approved by the Finance Committee
3123	BUDGET 2022/23 <i>Resolved:</i> To note and adopt the recommendation of the Finance Committee as to a budget for the civic year 2022/23 <i>[prop Cllr Bissell; secd Cllr Robley; all in favour]</i> <i>Resolved:</i> To resolve to set a Precept demand in the sum of £42,245 on Uttlesford District Council for the civic year 2022/23 <i>[prop Cllr Bissell; secd Cllr Saban; all in favour]</i>
3124	CLERK'S REPORT & CORRESPONDENCE <i>Received and noted:</i> The Clerk's report and correspondence.
3125	UDC CALL FOR SITES NR outlined the activities of the parish council, including a report of the activities of USAG (Unsustainable Sites Action Group), the withdrawal of Hatfield Broad Oak PC from the working party and on the transition of activities to The Three Parishes Local Planning Group (TPLPG). <i>Resolved:</i> That this council delegates the responsibility for responding to the consultations relating to Site Reference HatfieldBO 005 MIX to the councillors appointed to represent the council on the Working Group known as the Three Parishes Local Planning Group. But that all matters relating to financial commitments proposed to be made by the group must be referred to the council for resolution. Not in contravention of any superior legislation in S101A of the LGA 1972. <i>[prop Cllr Bissell; secd Cllr Robley; all in favour]</i>
3126	HIGHWAYS MATTERS To consider any matters relating to Highways. Mainly concerned with blocked footway on Sheering Road. Action as described in the public forum.
3127	VILLAGE GREEN To establish ownership and an action plan for the care and maintenance of certain trees on and around the village green. Clerk to contact UDC Ben Smeeden, ML to contact Lord of the manor.

	To discuss actions relating to signage on Pond Lane. MB to advise by-law for advertising signs, ML to contact Lord of the Manor about land ownership.
3128	PARKING MANAGEMENT AND CAR PARKS To consider any matters relating to village car parks, including: • Abandoned van in village car park. UDC Enforcement contacted to issue legal notices prior to removal. • Broken manhole cover noted and SK commissioned to source and provide replacement. • Noted incursion of parked cars on the pedestrian walkways and suggested the installation of bollards to inhibit this. • Safer passage from enlarged church car park discussed and request for an pedestrian crossing noted. Cost implication could be as much as £25k.
3129	ALLOTMENT REPORT To receive and note a report on the Allotments. Little activity at the moment, there is still a waiting list for plots.
3130	PLAYGROUND To consider any matters relating to maintenance and risk management of the playground. There were no active items for discussion, next health and safety inspection is now due.
3131	JUBILEE FESTIVAL To consider arrangements for the holding of a Festival in June 2022 to mark the Platinum Jubilee of HM The Queen. Programme being arranged, details will be published in due course. To consider the provision of a souvenir of the occasion to be presented to the children on the roll of the school. Agreed to obtain 400 celebration mugs for the children at the Primary School and Preschool and participants in the Fun Run. Clerk to liaise with ML. <i>[prop Cllr Lemon; secd Cllr Robley; all in favour]</i>
3132	FAMILY FUN FAIR To consider a request from Joshua Meakin to hold a "small family fun fair" on the Heath in May 2022. After due consideration, including the proximity to the June Fair, the request was denied.
3133	NEIGHBOURHOOD PLAN To report on the briefing from RCCE and UDC on 17 January and the meeting of the Planning Committee on 24 January 2022. NR outlined the pros and cons of producing a Neighbourhood Plan, the costs and time commitment involved over an estimated three years. Agreed: To proceed with the creation of a Neighbourhood Plan for the Civil parish of Hatfield Heath. Public meeting to be arranged within the next two months. Rachel Hoggar, UDC NP consultant, to be invited to address the meeting.
3134	REPORTS FROM MEMBERS ON MEETINGS ATTENDED To receive and note any additional reports from members. Cllr Lemon said that his membership of the planning committee was in conflict with his role as deputy chair of the UDC planning committee and consequently he wished to resign from this position on the parish council committee. Cllr King was elected to fill the vacant position on the planning committee. MB reported that he and the clerk has attended a Zoom meeting with Peter Holt, the new CEO of UDC, who opined that UDC had vigorously fought the Stansted Airport planning applications – this was not the general perception.
3135	AGENDA ITEMS FOR NEXT MEETING There were no additional items for the agenda of the next meeting.
3136	DATE OF NEXT MEETING

	The next scheduled meeting of the council is on Wednesday 02 March 2022. The next meeting of the Planning committee is on Monday 21 February 2022.
--	---

Meeting ended at 21:35

HATFIELD HEATH PARISH COUNCIL

Minutes of the HHPC Planning Committee Meeting held at 15:00 on Monday 21 February 2022 in the URC Hall

Present:

Cllr M Bissell (MB)
In attendance:

Cllr N Champion (NC)
R Bowran – Parish Clerk

Cllr N Robley (NR) Chair

P21/29	APOLOGIES FOR ABSENCE Received and accepted from Cllr King – business commitment.
P21/30	DECLARATIONS OF PECUNIARY INTEREST There were no Declarations of Pecuniary Interest by Members
P21/31	PUBLIC PARTICIPATION There were no questions from members of the public.
P21/32	MINUTES <i>Resolved:</i> To approve the minutes of the meeting of 24 January 2022
P21/33	PLANNING MATTERS APPLICATIONS RECEIVED FROM THE LPA FOR CONSIDERATION Proposed first floor side extension to existing ground floor side extension. Holly House Sawbridgeworth Road Hatfield Heath Essex CM22 7DR Ref. No: UTT/22/0435/HHF HHPC Comment: No Objection Proposed single storey ground floor rear extension with flat roof. Farthings Park Drive Hatfield Heath CM22 7BJ Ref. No: UTT/22/0409/HHF HHPC Comment: No Objection Proposed demolition of existing garage and store and erection of single storey annexe. 1 Little Heath Hatfield Heath Essex CM22 7EP Ref. No: UTT/22/0263/HHF Received: Mon 31 Jan 2022 Validated: Wed 02 Feb 2022 HHPC Comment: No Objection Demolition of garage and erection of replacement garage. Erection of 2 no. detached dwellings to the rear of Serena and creation of new vehicular access. Serena Chelmsford Road Hatfield Heath CM22 7BD Ref. No: UTT/22/0230/FUL HHPC Comment: Objection: 1. Overdevelopment of site. 2. Positioning too close to neighbour 3. Inappropriate design not in keeping with area 4. Inadequate drainage plan in an area known for flooding. APPLICATIONS DECIDED BY THE LPA Detached 2 bay garage Millside Stortford Road Hatfield Heath CM22 7DL Ref. No: UTT/21/3552/CLE Status: Approved PLANNING APPEALS None received ENFORCEMENT ISSUES None received

P21/34	UDC DESIGNATION ORDER Briefings suggest that there are no significant implications for the parish council on planning matters. District Cllr Iemon will brief full council at the meeting on 02 march. Clerk to clarify what rights of consultation the parish council will have on applications submitted directly to the Planning Inspectorate.
P21/35	NEIGHBOURHOOD PLAN Next steps to be to contact UDC for further advice and briefing and then take the proposal to create a Neighbourhood Plan to a public meeting of the parish.
P21/36	THREE PARISHES LOCAL PLANNING GROUP Draft responses to the UDC published Infrastructure Delivery Plan have been prepared by HHPC and LHPC and will be consolidated at a Zoom meeting on 23 February.
P21/37	AGENDA ITEMS FOR NEXT MEETING There were no additional items for the agenda of the next meeting.
P21/38	DATE OF NEXT MEETING The next scheduled meeting is on Monday 21 March 2022.

Meeting ended at 16:15

Designation Notice Uttlesford District Council

On 8th February 2022, the Secretary of State for Levelling Up, Housing and Communities confirmed that a 'Designation Notice'¹ was now in effect for Uttlesford District Council in respect of applications for planning permission for major development (major development being development of more than 10 houses or over 1 hectare).

Section 62A of the Town and Country Planning Act 1990 (the Act) allows for relevant planning applications that would otherwise have to be made to the local planning authority (in this case Uttlesford District Council) may, if the applicant so chooses, be made instead to the Planning Inspectorate (on behalf of Secretary of State), thus bypassing the District Council.

A local planning authority can only be 'Designated' if the Secretary of State considers that there are respects in which the authority is not adequately performing their function of determining Planning applications². In applying the designation criteria, the Secretary of State has considered the data for Uttlesford District Council looking at the quality of their decision making on applications for planning permissions for major development for the 2 year period ending on 31st March 2020 and subsequent appeal decisions to 31st December 2020, and has come to conclusion that there are respects in which Uttlesford District Council is **not adequately performing its function** of determining applications for major development under Part 3 of the Act. As such, the Designation was made effective 8am on 8th February 2022, and shall remain in force until it is revoked.

Soon after a Designation is made, a local planning authority is expected to prepare an action plan addressing areas of weakness that it identifies as having contributed to its under-performance. In the case of Uttlesford, it was highlighted that the council had been assessed as failing against one of three national key planning indicators - that the proportion of major applications overturned at appeal was over 10%.

In August 2021, prior to the Designation Notice, Uttlesford District Council commissioned its own Local Planning Authority Peer Review³ to formulate a strategy and operational development plan to ensure the Council was fit for the purpose of fulfilling its statutory and regulatory obligations concerning planning, plus the Councils ability to deliver against the vision and objectives of Uttlesford's Corporate Plan. This was published in October 2021; however, the authority will now also be provided with support from the Department for Levelling Up, Housing and Communities and is expected to prepare an improvement plan identifying actions that address the areas of weakness that led to the authority being designated

Uttlesford District Council will remain designated until de-designation is considered (normally 12 months after the initial designation).

One of the downsides to designation is that local residents will not be able to lobby their local Councillors to express their views about whether a planning application should be granted as the decision making is taken out of the hand of the District Councillors and instead lies directly with the Secretary of State. The upside is that this provides an opportunity for Uttlesford District Council, with support from Government, to identify the areas in which it's failing, and put appropriate measures in place to improve performance.

It should be noted that all planning application for non-major development must still be made to Uttlesford District Council.

¹ https://www.uttlesford.gov.uk/media/11290/Designation-Notice-under-Section-62A-of-the-Town-and-Country-Planning-Act-1990/pdf/Designation_Note_RedactedA.pdf?m=637799297956770000

² https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947446/CM_Improving_planning_performance_2020.pdf

³ <https://uttlesford.moderngov.co.uk/documents/s25196/OTH110%20Uttlesford%20Final%20Report.pdf>

Hatfield Heath Parish Council
Summary of Receipts and Payments
 All Cost Centres and Codes

24 February 2022 (2021 - 2022)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9	Bank charges		0.43	0.43	60.00	54.00	26.00	26.43 (33%)
10	Car Mileage				400.00	328.50	71.50	71.50 (17%)
11	Members expenses				100.00		100.00	100.00 (100%)
16	Data Registration				40.00		40.00	40.00 (100%)
17	EALC Subscription				550.00	489.91	60.09	60.09 (10%)
18	SLCC Subscription				100.00	199.00	-99.00	-99.00 (-99%)
24	Insurance				1,450.00	1,793.00	-343.00	-343.00 (-23%)
25	Elections				250.00		250.00	250.00 (100%)
26	Printing Postage Stationery				100.00	237.98	-137.98	-137.98 (-137%)
28	Training				400.00	100.00	300.00	300.00 (75%)
29	Office Provision					302.20	-302.20	-302.20 (N/A)
48	Other Subscriptions					165.50	-165.50	-165.50 (N/A)
55	Hall Hire				450.00	294.00	156.00	156.00 (34%)
62	Misc Expenses					15.99	-15.99	-15.99 (N/A)
65	Admin/Finance Support					561.75	-561.75	-561.75 (N/A)
SUB TOTAL			0.43	0.43	3,920.00	4,541.83	-621.83	-621.40 (-15%)

Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6	Rents	430.00	435.00	5.00				5.00 (1%)
8	Repairs & Maintenance							(N/A)
54	Grass Cutting Allotment				230.00		230.00	230.00 (100%)
60	Pest Control				200.00	300.00	-100.00	-100.00 (-50%)
SUB TOTAL		430.00	435.00	5.00	430.00	300.00	130.00	135.00 (15%)

Amenities

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
34	Street Furniture				2,500.00		2,500.00	2,500.00 (100%)
40	Grants				3,500.00	3,701.46	-201.46	-201.46 (-5%)
41	Wildlife Area				500.00	400.00	100.00	100.00 (20%)
42	Green Waste Skips				2,500.00	2,800.00	-300.00	-300.00 (-12%)
44	Wildlife Project				1,500.00		1,500.00	1,500.00 (100%)
45	War Memorial				300.00	99.60	200.40	200.40 (66%)
SUB TOTAL					10,800.00	7,001.06	3,798.94	3,798.94 (35%)

Audit

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Internal Audit				280.00		280.00	280.00 (100%)
5	External Audit				200.00	640.00	-440.00	-440.00 (-220%)

Hatfield Heath Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

24 February 2022 (2021 - 2022)

SUB TOTAL		480.00	640.00	-160.00	-160.00 (-33%)
------------------	--	---------------	---------------	----------------	-----------------------

Car Parks

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Village car park				1,200.00	109.50	1,090.50	1,090.50 (90%)
22	Church car park					11,300.00	-11,300.00	-11,300.00 (N/A)
SUB TOTAL					1,200.00	11,409.50	-10,209.50	-10,209.50 (-850%)

Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	Community Events				300.00		300.00	300.00 (100%)
30	Annual Parish Meeting				100.00		100.00	100.00 (100%)
33	Christmas Tree				500.00	533.34	-33.34	-33.34 (-6%)
35	Fairs	1,850.00		-1,850.00				-1,850.00 (-100%)
SUB TOTAL		1,850.00		-1,850.00	900.00	533.34	366.66	-1,483.34 (-53%)

Highways

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Repairs and Maintenance				100.00		100.00	100.00 (100%)
20	Vehicle Activated Sign				100.00		100.00	100.00 (100%)
50	Consultancy							(N/A)
SUB TOTAL					200.00		200.00	200.00 (100%)

Information Technology

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	Web-site				700.00	550.00	150.00	150.00 (21%)
31	IT Repairs and Software				50.00	145.00	-95.00	-95.00 (-190%)
32	IT Equipment				50.00	885.32	-835.32	-835.32 (-1670%)
53	Zoom Subscriptions							(N/A)
SUB TOTAL					800.00	1,580.32	-780.32	-780.32 (-97%)

Litter Picking

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Litter Picking PPE					158.45	-158.45	-158.45 (N/A)

Hatfield Heath Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

24 February 2022 (2021 - 2022)

SUB TOTAL	158.45	-158.45	-158.45 (N/A)
------------------	---------------	----------------	----------------------

Other Amenities

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
49 Leaflet Printing							(N/A)
61 Repairs & Maintenance					285.00	-285.00	-285.00 (N/A)
63 Tree Works							(N/A)
64 Poppy Appeal							(N/A)
66 Cricket Club							(N/A)
SUB TOTAL					285.00	-285.00	-285.00 (N/A)

Other Expenditure

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
69 V.A.T. Expenditure					366.40	-366.40	-366.40 (N/A)
SUB TOTAL					366.40	-366.40	-366.40 (N/A)

Other Income

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70 V.A.T. Income		8,004.01	8,004.01				8,004.01 (N/A)
SUB TOTAL		8,004.01	8,004.01				8,004.01 (N/A)

Playgrounds

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23 Repairs & Maintenance				1,000.00	7,907.50	-6,907.50	-6,907.50 (-690%)
46 Play Area				1,000.00		1,000.00	1,000.00 (100%)
SUB TOTAL				2,000.00	7,907.50	-5,907.50	-5,907.50 (-295%)

Policing

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
39 Community Policing				2,000.00	9.50	1,990.50	1,990.50 (99%)
SUB TOTAL				2,000.00	9.50	1,990.50	1,990.50 (99%)

Hatfield Heath Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

24 February 2022 (2021 - 2022)

Precept

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3 Precept	42,145.00	42,145.00					(0%)
SUB TOTAL	42,145.00	42,145.00					(0%)

s137

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12 Remembrance Wreath				50.00	50.00		(0%)
59 Poppy Appeal							(N/A)
SUB TOTAL				50.00	50.00		(0%)

Salaries

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Current Staff				10,800.00	6,818.72	3,981.28	3,981.28 (36%)
7 Locum Clerk/RFO							(N/A)
47 Prior Staff							(N/A)
51 HMRC					2,563.42	-2,563.42	-2,563.42 (N/A)
52 Litter Pickers				5,000.00	4,738.29	261.71	261.71 (5%)
SUB TOTAL				15,800.00	14,120.43	1,679.57	1,679.57 (10%)

USAG

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
71 Consultants					7,708.60	-7,708.60	-7,708.60 (N/A)
72 Hatfield Broad Oak pc		2,481.62	2,481.62				2,481.62 (N/A)
73 Great Hallingbury pc		500.00	500.00				500.00 (N/A)
74 Little Hallingbury pc		2,100.00	2,100.00				2,100.00 (N/A)
77 Hall Hire					23.63	-23.63	-23.63 (N/A)
SUB TOTAL		5,081.62	5,081.62		7,732.23	-7,732.23	-2,650.61 (N/A)

Village Green

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
13 Grass cutting				3,000.00	5,833.56	-2,833.56	-2,833.56 (-94%)
15 Repairs & Maintenance				4,000.00	7,608.55	-3,608.55	-3,608.55 (-90%)
36 ECC Highways	2,265.00	2,264.92	-0.08				-0.08 (0%)
43 Rural Verges				2,640.00	2,797.65	-157.65	-157.65 (-5%)
67 Heath Posting					807.00	-807.00	-807.00 (N/A)
75 conservation area							(N/A)

Hatfield Heath Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

24 February 2022 (2021 - 2022)

SUB TOTAL	2,265.00	2,264.92	-0.08	9,640.00	17,046.76	-7,406.76	-7,406.84 (-62%)
-----------	----------	----------	-------	----------	-----------	-----------	------------------

Summary

NET TOTAL	46,690.00	57,930.98	11,240.98	48,220.00	73,682.32	-25,462.32	-14,221.34 (-14%)
V.A.T.					8,621.71		
GROSS TOTAL		57,930.98			62,304.03		

Invoices for Authorisation to 24 Feb 2022

Date	Paid to	Description	Pay method	Gross	VAT	Net	vchr	Notes
03/02/2022	HH Football Club	Grant for lock repair	Cheque	275.00	-	275.00	195	Cheque reissued, not cashed
01/02/2022	Heath Computers	Web site maintenance	on-line	66.00	11.00	55.00	196	
27/01/2022	Starboard Systems	Scribe Accounts	on-line	345.60	57.60	288.00	197	Annual Fee
13/02/2022	Rodect	Pest Control on Allotment	on-line	50.00	-	50.00	198	
25/02/2022	HMRC	Tax and NI	on-line	224.42	-	224.42	200	
25/02/2022	K Morris	February salary	on-line	101.96	-	101.96	201	
25/02/2022	J Jackson	February salary	on-line	81.56	-	81.56	202	
25/02/2022	J Page	February salary	on-line	101.96	-	101.96	203	
25/02/2022	J Sykes	February salary	on-line	176.61	-	176.61	204	
25/02/2022	R Bowran	February salary	on-line	620.03	-	620.03	205	
23/02/2022	M Ratcliffe	Grant for Miss Laid Memorial	on-line	265.46	-	265.46	206	
25/02/2022	R Bowran	Mileage expenses	on-line	51.30	-	51.30	88	from August 2021

Total	2,359.90	68.60	2,291.30
-------	----------	-------	----------

Cash receipts

Date	From	Description	Amount	vchr
tba	Essex CC	Grant for Miss Laid Memorial	£300.80	

Total	£300.80
-------	---------

Bank Reconciliation

Balance per statement: 03/02/21	37,368.81
add Unpresented payments	847.43
	<u>38,216.24</u>
less Receipts not entered	2,600.00
Balance at 03/02/22	<u><u>35,616.24</u></u>

Hatfield Heath Parish Council
RECONCILIATION - Unity Trust

(03 FEB 22)

From Accounts £37,368.81

Payments not cashed Add £847.43 ✓

Receipts not entered Subtract £2,600.00 ✓

Statement should be £35,616.24

Payments not cashed:

88	R Bowran	51.30
134	Roadet	50.00
139	Amazon	9.53
195	HH Football Club	275.00
196	Heath Computers	26.00
197	Starboard Syst	345.60
198	Roadet	50.00
		<u>£847.43</u>

Receipts not entered:

6	LHPC	2100.00
7	GHPC	500.00
		<u>2600.00</u>

Memorandum from the Clerk

To: All Councillors

Subject: Clerk's Report – February 2022

Date: 24 February 2022

Summary of main items of activity:

- Clerked February Council Meeting and produced minutes
- Prepared agenda for February Planning committee
- Clerked February Planning Committee and produced minutes
- Prepared agenda and papers for March council meeting
- Updated accounting records and reports
- Attended Zoom meeting with Scribe – annual review.
- Submitted Precept demand to UDC.
- Attended Zoom meeting with TPLPG
- Corresponded with Essex CC re grant and finalized submission.
- Corresponded with Internal Auditor, Derek Farr.
- Corresponded with Personnel committee
- Carried out normal monthly administration tasks